

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address General Administration Office of the General Manager 21st Floor Peachtree Summit Bldg. 401 W. Peachtree Street Atlanta, Ga. 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 9 1982 82-597 DEC 28 1982	
		1. Application	2. Dept. Application No.
4. Person to Contact Juanita Spivey/Hazel Sullivan	5. Working Title Exec. Asst. to the GM	6. Telephone Number 586-5051	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) General Manager's Confidential Records Series		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the General Manager administers the Authority's activities in accordance with the policies established by the MARTA Board of Directors. Internally this Office provides continual development, implementation, and operation of the Authority's goals and objectives.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: confidential records created and/or responded to during the day-to-day operation of the General Manager's Office. Included are: Correspondence, memos, and directives which are deemed confidential in that individual employees are noted and/or legal concerns are addressed. File is arranged: Alphabetically by subject, by year.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Georgia Code 81A-134, 40-2703</u>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>Permanent</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 20 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

~~These records are created during the day-to-day operation of the General Manager's office. Due to the nature of the contents; however, these records should be placed under a confidential classification. These records should be retained permanently as if a part of the General Subject Files series created by the same office; but, should be maintained and transferred as a separate series.~~

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	7/23/82	Approved	Legal Counsel	Date	7/30/82
Approved	Division Head/Designee	Date	7/26/82	Approved	Division of Audit	Date	8/2/82
Approved	Department Head/Designee	Date	7/26/82	Approved	Department of Archives and History	Date	12/25/82
Approved	Records Management Analyst	Date	7/27/82	Approved	MARTA Management Advisory Committee	Date	